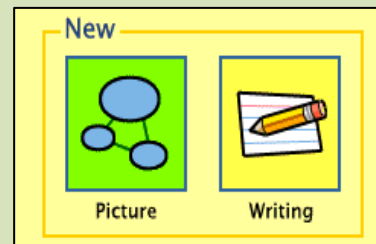


## Picture vs. Writing

Upon entering the program you will have two options for creating:

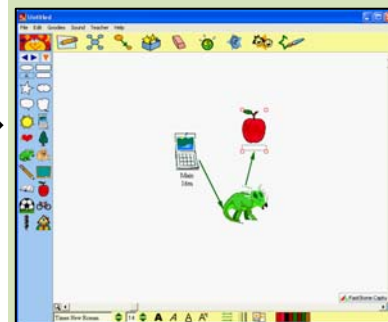
1. **Picture**- an area to create a visual mind-map of ideas
2. **Writing**- this area is an outline view

These two different views can be toggled between once you are creating within the program.



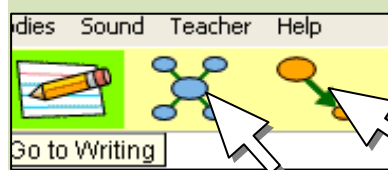
## Picture view

1. In this view you will see a graphical representation of your information ----- ➔
2. Click and drag any of the icons to move them around to desired position on the screen
3. To select a graphic, Kidspiration has a library available to select from:
4. In the menu on the left side of your screen you can select any of the graphics shown. To see more click on the blue right-left buttons or click on the orange drop down arrow. ----- ➔
  - At any point you may enter text in the area of a symbol or change the symbol.
  - The dotted box with "A" is an icon for adding a text box. Clicking on it will allow you to add text to your document not attached to a symbol.
5. Once you have selected a symbol, you may select that graphic by clicking on it. You will know it is selected by the red handles that appear. By clicking on a red handle and moving it you can change the size of your symbol. ----- ➔



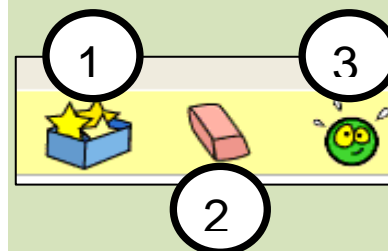
## To add and link symbols

1. **To add:** Click on the blue 5-bubble icon to add symbols (which can later be changed to the graphic of your choice).  
  
**NOTE:** The symbols will be added to the symbol which is selected. If you want to start a new grouping, click in the white and click on the blue 5-bubble icon.
2. **To link:** Select the symbol you want to connect to another. Click on the 2-bubble icon with a green arrow between them. There is an area for each link to put text



## Other useful tools

1. **Super Grouper**- (Box of stars)- you have the ability to group different symbols. First click and drag to highlight all the symbols you would like grouped. You will know they are selected by having handles around them.



Then select the Super Grouper icon and they will be grouped together with another icon of your choice.

**NOTE:** to ungroup, click in group symbol and delete.

2. **Clear-** This eraser acts as the delete key to eliminate any unwanted symbols.
3. **Undo-** Go back one step in the process of creating a concept map.
4. **Listen tool-** When selected students can click on symbols with text and the program will read the text aloud. There are different voice choices in the **Sound** menu.
5. **Student Name-** Students can type their name on the document to print it.
6. **Symbol Maker-** Students can create their own symbol on another screen and bring it into their concept map.

## Menu extras

1. **Goodies menu**
  - Background color- choose from a number of different colors for the background
  - Spell Check- proofs the document for mistakes
2. **Sound menu**
  - Record voice and attach it a symbol

**NOTE: Must have microphone to complete**

## Writing View

1. If you prefer an outline view for prewriting, this is your answer. Simply click on the Pencil/Paper icon and the view will switch to outline.
2. Once in this view, there are a number of different tools to help students through the writing process.

## Writing tools

1. **Add Idea-** to add ideas to the outline click on the note card.
2. **Move Left and Move Right-** Move ideas to be subtopics or subcategories by clicking on left and right arrows. When you revert back to the picture view, Kidspiration will keep the order and categorization.

## Publishing

- The **Publish** icon will give you to convert the file to Microsoft Word.

## Activities

1. **Activities** are different templates available to teachers and students. You will find examples in Reading and Writing, Social Studies, Science, Math and More. **NOTE:** To create a template, create your template and save as a file to a folder accessible by students.

